



Forest Heights Police Department Policy and Procedures Manual

Subject:	Radio Procedures			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 12	Section: 1	Number of Pages:	1	Replaces: GO 2000-37
Original issue: 01/01/16		Revised:		

A. Purpose

To establish Forest Heights Police Department (FHPD), radio communication procedures

B. Policy

All FHPD radio communications will be conducted in accordance with the procedures established by the Prince George's County Police Department.

C. Procedures

1. FHPD personnel will limit their transmissions to only necessary requests and information.
2. All calls will be transmitted and communicated over the radio whether initiated by a telephone call or police dispatch.
3. Officers will use plain English and the same signal codes as the Prince George's County Police Department when speaking on the radio.
4. Officers will notify the dispatcher when they arrive on a scene and when they clear a scene.
5. Officers will take a portable radio with them whenever leaving the patrol vehicle.
6. Absent extenuating circumstances, officers will answer the radio when called by the dispatcher on the first call. At no time should the dispatcher have to call an officer more than two times on the radio.
7. Officers going out of service for any period of time will make the proper notification to the dispatcher prior going out of service.
8. Officers will only use the radio call number assigned to them by the FHPD Chief or designee.
9. Officer's transmissions will reflect professionalism at all times.